#### Title I Schoolwide Programs

Fall 2016



#### Schoolwide Eligibility

- Eligible if building poverty ≥ 40%
- Inform parents of option to have a schoolwide program
- Submit intent to plan by November 1st
- School continues to operate as a Targeted Assistance School (TAS) while developing Schoolwide (SW) plan.

## Schoolwide Plan is to be Peer Reviewed Every 3 Years

 Building will submit a complete plan every 3 years

 The schedule has been changed starting in 2016-17

#### New Schedule Starting 2016-17

Create/Update Title I Schoolwide Plan to be Peer Reviewed

 Participate in District ESEA/NCLB Monitoring (do not need to do self-review)



 Do Schoolwide Self Review <u>&</u> Participate in Peer Review (actually review other schools plans)

# 2016-17 I Schoolwide Intent Form

#### NDE Title I Intent to Develop Schoolwide Plan

This form is for buildings that do not currently have a Schoolwide Program, but meet the requirements and wish to develop a plan to become Schoolwide for the 2017-18 school year.

Please submit the following information to Beth Wooster, Titlel Assistant Director, by **November 1**<sup>st</sup> to beth.wooster@nebraska.gov or

NDE, Title I Office PO Box 94987 Lincoln, NE 68509-4987

Please see the Schoolwide Program and Resources section on the NDE Title I webpage <a href="http://www.education.ne.gov/federalprograms/Title%201%20Part%20A.html">http://www.education.ne.gov/federalprograms/Title%201%20Part%20A.html</a> for the template, rubric & PowerPoint on the process to create a schoolwide plan.

#### WORTH NOTING:

- Each building wishing to pursue the development of a schoolwide plan must submit this form by November 1<sup>st</sup>.
- Completed Schoolwide plans, on a USB thumb-drive, are due to the NDE Title I Office by March 31\*.
- Required Schoolwide Peer Review Session will be held in April. All buildings submitting this form
  will participate in a Peer Review session you will be notified when times and locations have
  been determined.

#### Developing / Updating Schoolwide Plan

- Make sure that the schoolwide planning team has;
  - Teachers,
  - Administrators,
  - Parents (minimum of one)
  - Student(s) if a secondary school

## Important items when putting the Schoolwide Plan together

#### Instructions

Rating Rubric



#### SCHOOLWIDE PLAN SUBMISSION INSTRUCTIONS

 A schoolwide plan a for each building participating in the spring 2017 peer review is to be submitted to the Nebrasko Department of Education (NDE) by March 31". The 3-year schedule for schoolwide peer review is available on the NDE Title I webspage:

http://www.education.ne.gov/federalprograms/Title%20l%20Part%20A.html under the blue header "Schoolwide Program Resources".

- The schoolwide plan is to be submitted on one flash-drive (retain a second flash-drive with the same information for your files).
- 3. The flash-drive submitted will have a collection of narratives one for each of the elements listed below and a series of folders (which will need to be created) with supporting documentation in them. Supporting documentation for each of the required elements of the schoolwide plan outlined on the Schoolwide Plan Peer Review Rating Rubric will be provided in the folders corresponding to each of the required elements. 16 folders with the following labels will need to be created:

1.1; 1.2; 1.3 2.1 3.1 4.1 5.1; 5.2; 5.3 6.1; 6.2; 6.3; 6.4 7.1

- 4. Please complete the narrative on the plan for each required element then add supporting documentation to each corresponding folder. Supporting documentation will need to scanned or copied. All documents submitted MUST be in PDF format. Highlight pertinent sections of documentation that support the required element to allow readers to quickly identify sections that apply. Reviewers will use the narratives and documentation provided in each corresponding folder to determine the trains for that required element.
- Please use the Schoolwide Plan Peer Review Rating Rubric to determine the information needed for the narratives and the documentation needed to support the building's response to the required elements in the folders.
- Once the narrative responses for all required elements are completed and documentation provided in all the required folders it will need to be submitted to NDE. Please submit the schoolwide plan and all supporting documents in PDF format.
- $7.\ \ Please write on the outside of the flash-drive, with a permanent marker, the district and building name along with the state assigned County-District-Building Number (00-0000-000). \\ \label{eq:controlled}$
- 8. Mail the flash-drive in a padded envelope to:

Nebraska Department of Education Title I Office 301 Centennial Mall South P.O. Box 94987 Lincoln, NE 68509-4987

e to NDE March 31<sup>st</sup> Updated: July

		Updated: June
	SCHOOLWIDE PLAN PEER and SELF REVIEW AND ANNUAL REVIEW OF SCHOOLWIDE EI	
trict Nan	ne:	
ding Na	me: Date:	,
reviewi porting se cons	the peer-review process is for determining whether required schoolwide compone ing the plan and provides a system to encourage and measure growth. The mann is documentation within the school plan (i.e., copy of the Title I Parent and Family to idered complete. Documentation, not just reference to the documentation must be IPREPARATION	latory components in this rubric require submissio Engagement Policy or Procedure; requirement 5.2) Included in the corresponding folder.
A	According to §1114(b)(1-7). A Schoolwide Program Plan: (1) is developed over a is developed with the involvement of parents and other members of the commu- such plan; (3) remains in effect for the duration of the school's participation as educational agency, parents, and the public, in an understandable and uniform with other Federal, State and local services; (6) is based on a comprehensive ne the strategies the school will be implementing to address the school needs. Plans shall include a Cover Page and a School Information page. NOTE: K-12 p	nity to be served, and individuals who will carry ou a soloholwide Program; (4) is available to the local format; (5) if applicable, is developed in coordinatic seds assessment, and; (7) includes a description of
	9-12) must have a plan specifically addressing its identified needs.  In the process of creating the Schoolwide Program Plan the school is encourage improvement Plan.  NOTE: All minimum required documents MUST be included. The additional documents of exemplary plans.	
Schoo	olwide Plan Cover Page is complete. (Please use template provided by NDE)	☐ Yes ☐ No
	ol Information page is complete.	☐ Yes ☐ No
Schoo	oi information page is complete.	
	oi information page is complete.  On a COMMENTS:	

USB flash drive





#### Title I Schoolwide Plan Template

#### Title I Schoolwide Plan

Please use the assigned Nebraska Department of Education County District and School Numbers in the table below.

To complete text areas click in grey box and type

	г			
District Name:				
County Dist. No.:				
School Name:				
County District School Number:				
School Grade span:				
Preschool program is part of the School box.)	olwide Plan. (M	lark appropriate	Yes	□ No
Summer school program is part of the Schoox.)	oolwide Plan. (N	Mark appropriate	Yes	□ No
Indicate subject area(s) of focus in this Plan.	Schoolwide	Reading/Lang Math Other (Specify)	guage Arts	
School Principal Name:				
School Principal Email Address:				
School Mailing Address:				
School Phone Number:				
Additional Authorized Contact Person (Optional):				
Email of Additional Contact Person:				
Superintendent Name:				
Superintendent Email Address:				
Confirm that the Schoolwide Plan will b District, Parents and the Public.	e made availal	ble to the School	Yes	□ No

Updated: June 2016

Due to NDE March 31st

Names ( (Include staff, parents & a		nning Team e student If Seconda	y School)		1	itles	of those on	Plann	ing Team
							Pare	ent	
School Information (As of the last Friday in September)									
Enrollment:	Avera	ge Class Size:		Nu	mber	ofC	ertified Instr	uction	Staff:
Race and Ethnicity P	ercent	tages							
White: %		Hispanic:	9	6		Α	sian:	%	
Black/African America	an:	%	Ameri	can Ir	ndian	/Ala	skan Native		%
Native Hawaiian or O	ther P	acific Islander	:	%	Tw	/O O	r More Race	s:	%
Other Demographics	Perce	entages							
Poverty: %		English Lear	ner:		%		Mobility:		%
Assessme		used in the ( le. Nesa, MAP, ITE						ssme	ent
			+						
			$\dashv$						

Please write a narrative in each box below to correspond to the Rating Rubric.

Place documentation in corresponding folder on flash drive to support the narrative.

#### 1. Comprehensive Needs Assessment

1.1	Please provide a narrative below describing how disaggregated data was used in the analysis from the needs assessment to plan instruction. Provide supporting documentation in the corresponding folder.

## Title I Schoolwide Narrative

completed

Leading statements have been added to each narrative box



Please write a narrative in each box below to correspond to the Rating Rubric.

Place documentation in corresponding folder on flash drive to support the narrative.

#### 1. Comprehensive Needs Assessment

Please provide a narrative below describing how disaggregated data was used in the analysis from the needs assessment to plan instruction. Provide supporting documentation in the corresponding folder.

Due to NDE March 31st

Updated: June 2016

- Please provide a narrative below that describes how the building gathered information from parents and community to identify the needs of the school. Provide supporting documentation in the corresponding
- Please provide a narrative below that explains how the Continuous School Improvement Plan identifies ongoing improvement efforts. Provide supporting documentation in the corresponding folder.

#### 2. Schoolwide reform strategies

Please provide a narrative below that describes the strategies in the schoolwide plan to address the needs of all children, particularly those at risk of not meeting the challenging state academic standards and how the school regularly monitors and revises the plan based on student needs. Provide supporting documentation in the corresponding folder.

#### 3. Qualifications of instructional paraprofessionals

Please provide a narrative below explaining the procedure used to make sure that all instructional paraprofessionals in the school meet the ESEA requirements. Provide supporting documentation in the corresponding folder.

#### 4. High quality and ongoing professional development

Please provide a narrative below explaining how professional development and other activities for teachers to improve instruction and use of data from academic standards is provided for your school. Provide supporting documentation in the corresponding folder.

#### Making plan available

- ESSA requires that Schoolwide Plans must be made available to the school district, parents and the public.
- The Title I Schoolwide Plan form, when completed, could stand alone & be posted on the school's website as "the Schoolwide Plan" – not needing to post supporting documentation

#### For those updating their plans:

- The previous 25 required elements have been reduced to 16. The following were eliminated from the old rubric (because of duplication or because they are no longer requirements of Schoolwide Programs in ESSA)
  - B1, C1, 1.1, 1.3, 2.1, 3.1, 4.1, 7.2, 8.1, 9.1, 10.1
  - The remaining elements have been renumbered,
     & reworded to fit the new ESSA requirements.
  - The transition requirements have changed significantly (6.1, 6.2, 6.3 & 6.4).

#### Peer & Self Review Rating Rubric

There are 16 items that all must have a minimum score of 1 point If minimum is not met the plan and Schoolwide status will not be approved.

	Omit student names on all documentation.					
	Required (1 point)	Proficient (2 points)	Advanced (3 points)	Points	Missin	
1.1	Minimum Required Documentation: The narrative will describe how data was used from a comprehensive needs assessment of the entire school to identify the needs of all children, particularly those who are failing, or are at-risk of failing to meet State academic standards, and how this analysis was used to plan instruction.  Additional Documentation: A list of professional development opportunities for administration and staff on disaggregating data, RtI/MTSS plan may be included.					
	Disaggregated data from the comprehensive needs assessment is used in the analysis to plan instruction.	The district provides training opportunities for administration and staff to understand how to disaggregate data by subgroups and to utilize the data to facilitate the planning process.	A systemic approach to using the data to modify instruction is in place.			
	Minimum Required Documentation: The narrative will describe how the school gathered information from the parents and community to identify the needs of the school. Include documentation that supports the narrative.					
1.2	Parent/community input was gathered that identified the needs of the school through one activity. Describe the activity and how the results were used in the needs assessment.	Parent/community input was gathered that identified the needs of the school through two activities. Describe the activities and how the results were used in the needs assessment.	Parent/community input was gathered that identified the needs of the school through three or more activities. Describe the activities and how the results were used in the needs assessment.			
	Note: If the activity was a parent/community survey, explain how the survey was distributed and collected as well as the survey results.	Note: If one of the activities was a parent/community survey, explain how the survey was distributed and collected as well as the survey results.	Note: If one of the activities was a parent/community survey, explain how the survey was distributed and collected as well as the survey results.			
	Minimum Required Documentation: The action plans from the Continuous School	narrative will describe the on-going improve Improvement Plan.	ement efforts. Documentation will include			
1.3	The Continuous School Improvement Plan identifies on-going improvement efforts.	The Continuous School Improvement Plan identifies on-going improvement efforts that address students' needs.	The Continuous School Improvement Plan clearly identifies on-going improvement efforts, identified strategies, resources, and interventions to meet the school's goals and student needs.			

There are required components of certain documents which are listed with checkboxes

Required
documentation
is listed at the
top of each
item.
Sometimes
additional
optional
documentation
is listed, these
are only
suggestions.

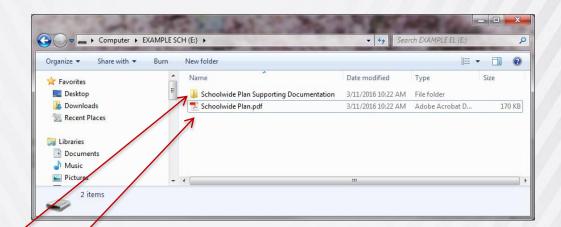
	Required (1 point)	Proficient (2 points)	Advanced (3 points)	Points	Missing
	Minimum Required Documentation: The parent compact and a sign-in sheet from	narrative will describe parent and family en the parent meeting will be included.	gagement activities. A copy of the school-		
5.1		Teachers, parents, and students are involved in developing the Compact and it is reviewed at the annual parent meeting. The compact meets the	involved in developing the Compact and review it at the annual parent meeting. The plan addresses how the		
	See section below for Compact Requirements. All requirements must be included to receive a score.	requirements below.	components of the parent compact are reviewed often to assure that all parties are fulfilling their role and responsibilities. The compact meets the requirements below.		

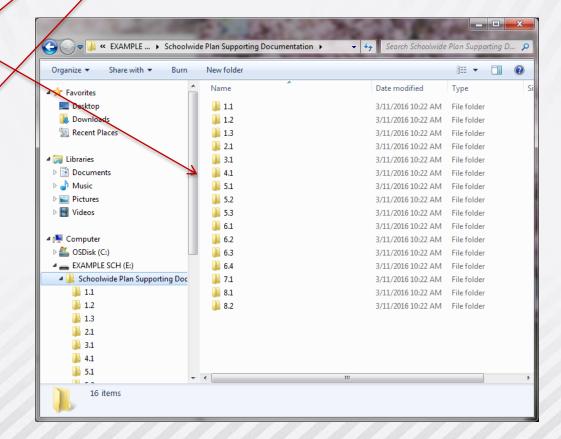
>	Parent and Family Engagement Policy of Procedure is included.	narrative will describe how the parents wer r Procedure. A copy of the school level Title or the annual parent meeting and sign-in sh	e I Parent and Family Engagement Policy	
5.2		A school level Title I Parent and Family	A school level Title I Parent and Family Engagement Policy or Procedure, meeting Title I requirements (below), is	
	Policy Involvement  convene annual meeting(s) at convere involve parents and family members, involve parents and family members in provide parents and family members or provide opportunities for parents and involvement in provide assistance, opportunities, and achievement in a format, and when fer Accessibility  to the extent practicable, districts and	In the planning, review, and improvement of the sch with timely information regarding curriculum, acadel amily members to participate, as appropriate, in de ademic Achievement parent compact that outlines shared responsibility for Wor materials for helping parents and family membe asible, in a language the parents and family membe schools shall provide opportunities for the participa	nool parent and family engagement policy mic assessments used, and proficiency levels scisions relating to the education of their children or improved student academic achievement	



#### The USB flash drive will need to have:

- 16 folders (one for each required item on the rubric),
- Plan document
  (which has the
  coversheet, school
  information and
  narratives for each
  element on the
  rubric)

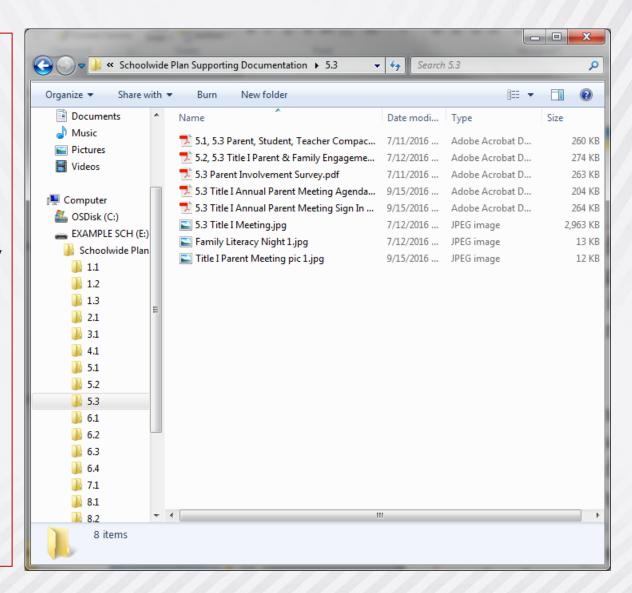




Each folder will need supporting documentation that supports the narrative on the template

All documents need to be saved at PDF's so they can't be changed (please keep the working word documents on a back up drive so changes can be made when necessary)

Pictures should be jpg files so that they can be easily viewed



#### Process followed at Peer Review



Template w/ narratives

Folders w/ supporting documentation





Each team of 2-3
people have two
computers and a
rating rubric to review
each plan.

PEER and SELF REVIEW RATING F IEW OF SCHOOLWIDE EFFECTIVES  SW Peer Review Team.  Date:  required schoolwide components are in pit of measure growth. The impairious compo- requirement 6.30 in order to be considered.  a copy of the parent survey, state the num.	ace, the rubric serves as ments in this rubric req complete. (Documents	s a tool to use ar uire submission tion, not just ref	of the ference
required schoolwide components are in pli d measure growth. The mandatory compo requirement 6.31 in order to be considered	ace, the rubric serves as ments in this rubric reg complete. (Documenta	s a tool to use ar uire submission tion, not just ref	of the ference
required schoolwide components are in plant measure growth. The mandatory comes requirement 6.31 in order to be considered	ace, the rubric serves as nents in this rubric req complete, (Documents	s a tool to use an uire submission tion, not just ref	of the ference
nd measure growth. The mandatory compore requirement 6.3) in order to be considered	nents in this rubric req complete. (Documents)	uire submission tion, not just ref	of the ference
ears the components of a schoolvide pro- se to Implement those components; (iii) in- leteal programs that are consolidated in the deemle assessment results in a language it child who participates in the academic asse- t, the pages, describing the comprehensive . Each "building" must have a plan specific separate plan, but must be able to provide al improvement Plan).	gram; (ii) describes how cludes a list of state ed- schookwide program; a he parents can underst esaments required. e program. Please indic- ally addressing its ident	withe school use ucational agence and (iv) describe and, including a ate grade span tified needs.	or or
nplate provided by NDE)	Ш тез	□ NO	
choolwide Plan in the box to the right.			
	ns. Example 2: Provide participant aign- noted be a comprehensive plan for reformi- ents the components of a schooleide pro- tending the properties of the consolidate in the components of the consolidate in the admired assessment results in a language to the components of the consolidate in the admired assessment results in a language to the components of the consolidate in the admired to the consolidate in the consolidate in the consolidate separate plan, but must be able to provide in provisioned plan, but must be able to provide update provided by NOE)	Ints. Example 2: Provide participant sign in sheets of those invo- posed by a comprehensive plan for reforming the total instruction with the components of a schoolwide program. (ii) describes how early the components of a schoolwide program, and a schoolwide program, admic assessment results in a language the pierests can underst admic assessment results in a language the pierests can underst old with one participate in the academic assessment required.  In the page, dissortibing the comprehensive program. Prease indic Each houlding must have a plan specificiary addressing its lister separate plan, but must be able to provide evidence from the cur in plane provided by NOE)	ns. Example 2: Provide participant sign-in sheets of those involved in reviews provided by a comprehensive plan for reforming the total instructional program in the earth the components of a schoolering program. (ii) describes how the school use program that are consolidated in the schoolering program. (iii) describes how the school use program that consolidated in the schoolering program. (iii) describes admired assessment results in a language the powers on understand, including the program of the program of the schoolering program. Please indicate grade span to the public program than a plan specified yaddressing his indirect excellent separate plan, but must be able to provide evidence from the current local plan for largorithms (plan). (In the provided by NOE)

## Peer Review Process (Continued)

- A copy of the Schoolwide Template will be placed on one computer
- The USB flash drive with the folders will be on the second computer
- They will work through the rubric checking the cover sheet, abstract and then each item's narrative and supporting documentation giving a score to each & writing the notes on the printed rubric
- After completing one schoolwide plan they will review a second

## Peer Review Process (Continued)

- After the plans are reviewed by the peers
- The NDE Title I Consultant for each district
  - Reviews the School-Parent Compact & Parent Involvement plans to make sure all requirements are met
  - Contacts building to get any missing documentation
- When all 16 items are met
- Letter is sent to the principal giving permission to begin/continue as a Schoolwide Program

## Two years when not completing SW Plan for Peer Review you will be;

- 1st year following SW Plan
   Participating in ESEA/NCLB Monitoring visit (no longer need to complete self review)
   then
  - 2<sup>nd</sup> year following SW Plan
     Reviewing Plans at the Peer Review <u>and</u>
     Completing the Self Review

(depending on year it is for your district)

#### Title I Self-Review

Evidence of review is to be submitted the same year of Peer Review participation it must include:

- The Cover Page (with the Building Principal's signature),
- Score-sheet (which corresponds to the old Schoolwide Rating Rubric - until all schools have update their Schoolwide Plans),
- Evidence that review addressed the program effectiveness

Return to: Title I Office Nebraska Department of Education PO Box 9 4987 Lincoln, NE 68509-4987

NDE 04-055 Date Due: May 1st

#### Title I Schoolwide Information Spring 2017 Schoolwide Self-Review

Yes No
Yes No
ge Arts
_
ne Peer Review
ti

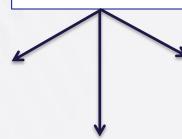
- Schoolwide plan has been reviewed and has not changed.
- Schoolwide plan has been reviewed and changes are included with this document.

Building Principal Signature

2017 Title I SW Self-Review

Page 1 of 3

Here are the three pages that are needed for the Schoolwide Self Review



Each school is required to submit evidence that the annual review has addressed program effectiveness. Please complete the following:

Date of meeting:

Describe the data that was analyzed to determine the effectiveness of the program and decisions made as a result:

List changes that are being made to the Schoolwide Plan, if none respond NA:

Meeting Minutes:

Please list the people and their title that were involved in the review:

	Name	Title

Return to: Title I Office Nebraska Department of Education PO Box 94987

Lincoln, NE 68509-4987	
chool District Name:	Co. Dist. No:
chool Name:	Date:

NDE 04-055 Date Due: May 141

#### SUMMARY SCORESHEET of SCHOOLWIDE PLAN SELF REVIEW RATING RUBRIC

Each Schoolwide Building must complete the following rating scale by entering scores from the Schoolwide Plan Peer and Self Review Rating Rubric.

#### 2017

Section	Rubric Component	(Double click box to check)
A	1 to 2 Page Abstract Included in Schoolwide Plan	Yes No
		ic Scores (Enter 1, 2 or 3)
В	Participants Involved in Plan Development	
С	Staff Involved in Developing/Amending the Plan / certified staff vote	
	: Comprehensive Needs Assessment	
1.1	Student Data	
1.2	Disaggregated Data	
1.3	Staff Qualifications	
1.4	Parent/Community Needs	
1.5	Existing Improvement Efforts	
	: Schoolwide Reform Strategies	
2.1	Needs Assessment for Instructional Strategies	
2.2	Strategies to address needs of all children	
Section 3	: Instruction by Highly Qualified Teachers	
3.1	Teacher endorsement – NOT REQUIRED	
3.2	Paraprofessional qualifications	
Section 4	: Strategies to Attract Highly Qualified Teachers	
4.1	Introductory Training/Mentoring	
Section 5	: High Quality Ongoing Professional Development   Professional Development Focused on Standards	
5.1	Professional Development Focused on Standards	
Section 6	: Strategies to Increase Parental Involvement	
6.1	Signed Compact	
6.2	Building Level Parent Policy	
6.3	Parent Meeting/Activities	
	: Transition Plan	
7.1	Transition Between Preschool and Kindergarten	
7.2	Transition Between Grade Levels	
7.3	Transition Plan for New Students	
Section 8	: Teacher Participation in Assessment Decisions	
8.1	Analyze and utilize assessment data	
Section 9	: Strategies to address areas of Need	
9.1	Certified Staff Used to Implement Plan	
9.2	Opportunities for Extended Learning Time	
Section 1	0: Coordination and Integration	
10.1	Describes How Title I Funds Will Support the Plan	
10.2	Coordination & Integration of Federal, State, & Local Programs	
10.3	Community Resources	

2017 Title I SW Self-Review Page 2 of 3 Revised: June 2016

#### If you have Questions?

#### NDE Title | Staff

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